

TITLE II Part B Competitive FINANCIAL STATUS REPORT (FSR) INSTRUCTIONS

Program funds must be expended based on the approved program budget. The district is required to submit a transfer request if expenditures/obligations within a budget object exceeds **ten percent (10%)** (exception: transfers of less than \$1000.00 by object are not required).

FSR Instructions:

Reporting Period: Period of expenditures/obligations since last status report.

Fiscal Year: Fiscal year for grant period.

Budget Number, Local Education Agency and Address: From the approved consolidated application.

- (A) **Approved Budget:** List budget by category from approved application;
- (B) **Previously Claimed Expenditures:** Report total claimed expenditures from Column D of previously submitted claim;
- (C) **Currently Claimed Expenditures:** Report expenditures being claimed since the previous claim;
- (D) **Total Claimed Expenditures:** Column B plus Column C
- (E) **Budget Balance:** Column A minus Column D.

1-5. List appropriate budget and expenditure information.

6. **Subtotal:** Total of rows 1-5.

7. **Indirect Costs:** Apply accordingly.

8. **Grand Total:** Should not exceed the total approved in the consolidated application.

9. **Indirect Cost Rate:** Restrictive rate approved by Department of Education.

10. **Funds Received or Requested Prior to this Report:** Program funds received or requested from state agency from prior financial status reports.

11. **Total Claimed Expenditures:** From line 6 column D

12. **Funds Requested This Period:** Line 11 minus line 10.

13. **Total Funds Requested/Received:** Line 10 plus line 12. Should equal the Total Claimed Expenditures from line 8 column D.

14. **Obligations Paid After June 30:** For FSRs submitted after June 30. Indicate the amount of obligations which incurred prior to June 30th to be paid after June 30th.

Authorized Representative: FSR must contain an **original** signature of a designated authorized representative.

Send Financial Status Report to:
Department of Education
Office of Finance and Management
700 Governors Drive
Pierre, SD 57501

For assistance in completing this report, contact the Office of Finance and Management at (605) 773-3248.
